REPORTS INVENTORY		CONTROL NO. *DDS/OC-009*

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) Record Material Destruction Report (2421)	2. TYPE OF REPORT	X	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	X	ADMIN. GENERAL
	LOGISTICS	SECURITY		OTHER (specify)
	MEDICAL	FINANCE		*COMMUNICATIONS*

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
one	monthly	one

7. FORMAT (memorandum, form computer print-out, etc) form	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	YES	IF YES GIVE ADP PROCESSING NO.	OC Order 11-65
	NO		

10. PREPARING COMPONENT (include lowest level contributing information to report) OC-R&D	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) none

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
6/10	$4.56		10 min		$.76		12		$9.12

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$9.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.